

## Motor Pool

### DESCRIPTION OF MAJOR SERVICES

Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,700 automobiles, vans, pick-up trucks, and various specialty vehicles assigned to County departments. Motor Pool coordinates the collection and distribution of vehicle replacement, fuel, maintenance, insurance, overhead, and other operational costs of fleet vehicles.

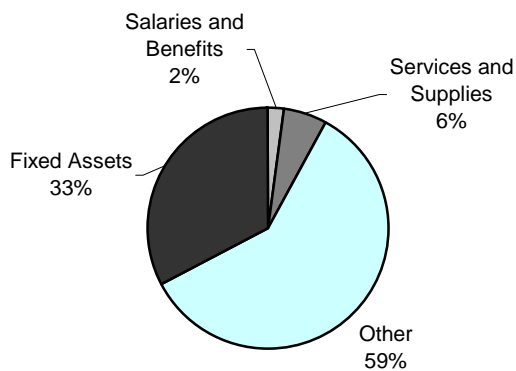
The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

### BUDGET AND WORKLOAD HISTORY

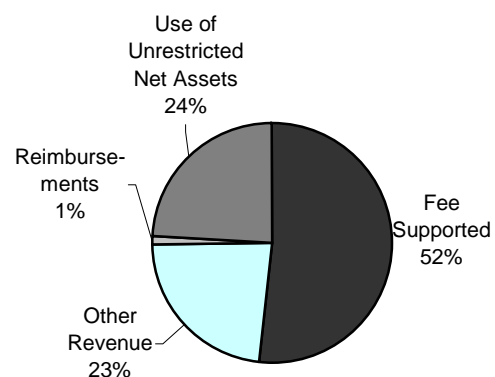
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	5,701,306	8,519,141	9,891,837	8,866,469
Departmental Revenue	10,940,288	10,265,000	9,236,000	9,272,000
Revenue Over/(Under) Expense	5,238,982	1,745,859	(655,837)	405,531
Budgeted Staffing		4.0		4.0
Fixed Assets	3,663,990	4,484,000	2,500,000	3,400,000
Unrestricted Net Assets Available at Year End	11,756,484		8,600,647	
<b>Workload Indicators</b>				
Vehicles owned by the Motor Pool	1,322	1,285	1,143	1,140
Vehicles owned by other departments	556	552	544	545
Total miles drive by Motor Pool vehicles	17,000,000	17,000,000	16,000,000	16,000,000

In 2005-06, the transfer-in of 1.0 Vehicle Services Shop Supervisor from the Garage budget (ICB VHS) is requested. This position will assist with the development of specifications for vehicle purchases and support the day-to-day Motor Pool operations. This will be offset by the deletion of 1.0 vacant Motor Pool Specialist, which is no longer needed.

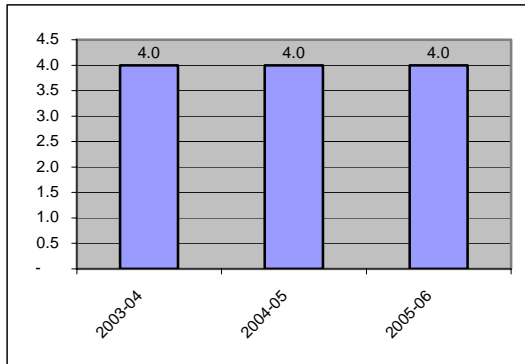
### 2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



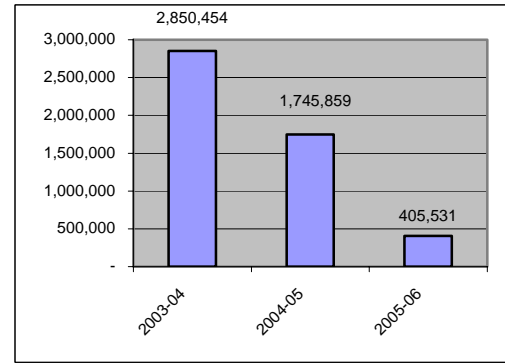
### 2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART



2005-06 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services  
DEPARTMENT: Fleet Management  
FUND: Motor Pool

BUDGET UNIT: IBA VHS  
FUNCTION: General  
ACTIVITY: Central motor pool

## ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
<b>Appropriation</b>							
Salaries and Benefits	175,817	211,530	860	-	212,390	9,162	221,552
Services and Supplies	172,277	332,406	140,971	-	473,377	156,282	629,659
Central Computer	2,679	2,679	991	-	3,670	-	3,670
Transfers	5,582,864	5,844,748	-	-	5,844,748	302,840	6,147,588
Total Exp Authority	5,933,637	6,391,363	142,822	-	6,534,185	468,284	7,002,469
Reimbursements	(100,000)	(272,222)	-	-	(272,222)	136,222	(136,000)
Total Appropriation	5,833,637	6,119,141	142,822	-	6,261,963	604,506	6,866,469
Depreciation	2,058,200	2,400,000	-	-	2,400,000	(400,000)	2,000,000
Oper Trans Out	2,000,000	-	-	-	-	-	-
Total Requirements	9,891,837	8,519,141	142,822	-	8,661,963	204,506	8,866,469
<b>Departmental Revenue</b>							
Use Of Money and Prop	202,000	200,000	-	-	200,000	(28,000)	172,000
Current Services	6,344,000	6,715,000	-	-	6,715,000	(315,000)	6,400,000
Other Revenue	2,400,000	3,000,000	-	-	3,000,000	(600,000)	2,400,000
Other Financing Sources	290,000	350,000	-	-	350,000	(50,000)	300,000
Total Revenue	9,236,000	10,265,000	-	-	10,265,000	(993,000)	9,272,000
Rev Over/(Under) Exp	(655,837)	1,745,859	(142,822)	-	1,603,037	(1,197,506)	405,531
Budgeted Staffing		4.0	-	-	4.0	-	4.0
<b>Fixed Asset</b>							
Improvement to Structures	-	284,000	-	-	284,000	116,000	400,000
Vehicles	2,500,000	4,200,000	-	-	4,200,000	(1,200,000)	3,000,000
Total Fixed Assets	2,500,000	4,484,000	-	-	4,484,000	(1,084,000)	3,400,000

In 2005-06 the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases and will incur decreased costs in risk management insurance and computer printing costs. In addition, this budget unit included an estimated increase in salaries and benefits related to the pending negotiations, as this cost is financed by departmental revenues. These costs are reflected in the Cost to Maintain Current Program Services column.

Net assets in the Motor Pool fund have increased substantially above required levels because Fleet Management rates were not adjusted between 1992 and 2003. Each year since 2002-03, Fleet Management rates have been analyzed and presented for Board approval. On March 1, 2005, the department recommended and the Board approved 2005-06 rate adjustments as well as the transfer of \$2 million from the Motor Pool fund to the Garage fund to adjust working capital reserves in each of the funds to a more appropriate level and enable Fleet Management to stabilize its rates in upcoming fiscal years.



This proposed budget is expected to decrease working capital reserves in the Motor Pool fund by approximately \$3.0 million from \$8.6 million to \$5.6 million. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund—not including a reserve for vehicle replacement—is approximately \$1.0 million.

DEPARTMENT: Fleet Management  
FUND: Motor Pool  
BUDGET UNIT: IBA VHS

## SCHEDULE A

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits The transfer-in from the Garage budget (ICB VHS) of 1.0 Vehicle Services Shop Supervisor is offset by the deletion of 1.0 vacant Motor Pool Specialist.	-	9,162	-	(9,162)
2. Services and Supplies Increased COWCAP charges are offset by other minor reductions to the services and supplies budget.	-	156,282	-	(156,282)
3. Transfers Increased transfers primarily to the Garage fund for repair services to Motor Pool vehicles.	-	302,840	-	(302,840)
4. Reimbursements Reduced reimbursements from the Garage for the use of Motor Pool vehicles in its operations.	-	136,222	-	(136,222)
5. Depreciation Reduced depreciation charges due to the reduction in the number of Motor Pool vehicles.	-	(400,000)	-	400,000
6. Revenue Reduced interest revenue due to the Board-approved transfer of \$2 million to the Garage fund in 2004-05.	-	-	(28,000)	(28,000)
7. Revenue Reduced revenue from customers due to fewer Motor Pool vehicles and rate adjustments as approved by the Board on March 1, 2005.	-	-	(915,000)	(915,000)
8. Revenue Reduced revenue from the sale of surplus vehicles.	-	-	(50,000)	(50,000)
<b>Total</b>	-	204,506	(993,000)	(1,197,506)

## DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Improvements to Structures The Fleet Management HVAC Project (CIP No. 04-012) was combined with the project to remodel Buildings 1 and 6 (CIP No. 03-30). The Architecture & Engineering Department advised that combining the projects is likely to result in significant overall cost savings for these projects.	116,000
2. Fixed Assets - Vehicles A lower number of fleet vehicles reached the new replacement parameters in FY 2004-05 resulting in lower projected expenditures. Surveys of department users indicated that there will be minimal new vehicles added to the fleet and appropriations were subsequently reduced.	(1,200,000)
<b>Total</b>	(1,084,000)

